



National Science Foundation

Intergovernmental Personnel Act Vacancy

OFFICE OF POLAR PROGRAMS
ARCTIC SYSTEM SCIENCE – ARCTIC SCIENCES SECTION
ARLINGTON, VA 22230

ANNOUNCEMENT NUMBER: E20040029-IPA **OPEN:** 01/05/2004 **CLOSE:** 02/13/2004

This position will be filled under the terms of the Intergovernmental Personnel Act (IPA)

The National Science Foundation's Office of Polar Programs (OPP) is seeking qualified candidates for the position of Associate Program Manager for the Arctic Science System in the Arctic Sciences Section and inviting individuals who might be interested in an Intergovernmental Personnel Act (IPA) assignment to submit an application. The Arctic System Science Program is responsible for planning, funding, and implementing a program of scientific research in Polar Regions. The research program(s) covered by Arctic Systems Science (ARCSS) supports scientific projects involving data acquisition, analysis, and field/logistical capability to research communities studying problems associated with understanding the functioning of the arctic environmental system. Additional information about OPP and their programs can be found at www.nsf.gov/od/opp/start.htm.

Initial assignments under the IPA mechanism may be made for a period of one to two years, and may be extended for a third year. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified non-profit organizations involved in public management in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution.

STATEMENT OF DUTIES: The Associate Program Manager will be responsible for the planning and administration of the program within the framework of the legislation, agency policies, missions, objectives and resources.

- Monitor program resources so as to provide optimal appropriate scientific judgment to insure integrity and consistency in the grant/declination process without conflict-of-interests, and with balance among appropriate sub-fields and institutions, and participation of all qualified scientists. Incorporating cross-directorate responsibilities into program administration.
- Administer an effective, timely merit review process, with attention to increasing the size and quality of the reviewer pools and insuring participation by women, minorities and disabled scientists. Responsibilities are complex and wide-ranging, due to the multidisciplinary scientific efforts required.
- Visit, as appropriate, field sites and institution facilities, science program organizational and management meetings, including meetings of scientific societies where results related to arctic research are presented.
- Provide scientific evaluation and advice for other programs in NSF, including international and cross-directorate programs.
- Assist in the development of short- and long-range plans, establishing objectives for research programs, and program evaluation. Assist in planning the program budget and allocating resources within that budget among major competitive programs.

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D. or equivalent experience in biological or chemical oceanography, atmospheric science, terrestrial or marine ecology, biogeochemistry, geology, geophysics or related field. In addition applicant must have four years of research, research administration, and/or managerial experience pertinent to the position. An understanding of global change processes in the Arctic is preferred. Interest in applying natural/physical science results to problems of societal relevance in the Arctic is very desirable.

HOW TO APPLY: Individuals interested in an IPA assignment should submit a curriculum vitae or resume, and a publication list to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230, Attn: E20040029-IPA. In addition, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. For additional information, call Maria Sutton at (703) 292-4364. For technical information, contact Dr. Neil Swanberg, Office of Polar Programs at (703) 292-8029. Hearing impaired individuals may call TDD (703) 292-8044.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

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NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER